



**NEBRASKA DEPARTMENT OF EDUCATION  
PERSONNEL REQUEST**

*For HR Use Only – Posting Date*

May 14, 2010

Classification Title: Education Specialist II Working Title: Title I Consultant Position Number.: 013-49020  
Position Covered By: ☒ Bargaining Unit ☐ NDE Personnel Rules FLSA Status: ☐ Non-exempt ☒ Exempt  
Position Type: ☒ Permanent ☐ Contract ☐ Fixed-Term ☒ Full-time ☐ Part-time ( \_\_\_\_\_ FTE)  
Section: Data Services & Federal Programs Team Work Location: Lincoln NSOB  
\*Starting Annual Salary: \$40,273.33 - \$46,978.78 Paygrade: 46 Available: ☒ Immediately ☐ \_\_\_\_\_  
\*Commensurate with qualifications and experience

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**QUALIFICATIONS**

Note: Successful candidate must pass a background screen.

Required: Master's degree in the field of education and one year of successful preK-12 teaching experience in an approved or accredited Nebraska school, or equivalent teaching experience in another state or country.

Preferred: Two years preK-12 teaching experience including relevant teaching or administrative experience in working with educationally disadvantaged children and youth; direct involvement in school improvement efforts; experience in working with federal programs (Title I preferred) or grants management, experience in developing and delivering professional development.

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**ESSENTIAL FUNCTIONS**

1. Provide technical assistance, consultation and information in program development, program improvement, and regulations for assigned Title I schools in planning, administering, and conducting federal programs.
2. Review and approve No Child Left Behind (NCLB) Consolidated applications; participate as a member of the Federal Program Group (a cross-team group that works with all NCLB programs); lead on-site reviews of programs and evaluations of NCLB programs.
3. Collaborate with other agencies and other programs within the Department to promote program continuity, improve program quality, and to foster professional development.
4. Facilitate the exchange of information and expanded working relationships between federal programs and other agencies; assist in the preparation and dissemination of resources, publications, and other communications; plan and develop materials for training sessions and conduct training sessions and workshops.
5. Interact with professional organizations as appropriate to specific job assignments; work with various school personnel and groups, including teachers, parents, educational service units, institutions of higher learning, and other professional organizations or agencies.
6. Assist in the development and implementation of internal procedures and processes for grants management and program implementation.
7. Participate in developing and providing formal and informal presentations.
8. Oversee and monitor implementation of Title I and the formula NCLB programs in the NCLB Consolidated Application.

**Persons with disabilities and those from ethnic and racial minority groups are encouraged to apply.**

**APPLICATION DEADLINE**

**June 8, 2010**

If the application deadline is listed as "open," this position will be open for a minimum of ten (10) work days from the posting date listed in the upper right corner. After that date, contact Human Resources at 402-471-9234 for current information on job availability.

The following materials are required in addition to the State of Nebraska job application:

- ☒ Resume
- ☒ Cover letter describing how the required and preferred qualifications are met
- ☒ Current or last annual salary
- ☐ Copy of college transcript    ☐ Official    ☐ Unofficial
- ☒ Supplemental Questionnaire also due by 6-8-10

Apply online at [statejobs.nebraska.gov](http://statejobs.nebraska.gov) or submit application materials to the address below.

**Human Resources  
Nebraska Department of Education  
P.O. Box 94987  
Lincoln, NE 68509-4987**

The Department of Education is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, creed, age, sex, national origin, marital status, or disabling condition in conformity with applicable laws. The Director of Human Resources (at the above address; phone 402-471-4736) is the contact for concerns for Section 504 (prohibits disability discrimination), Title IX (prohibits sex discrimination), and other laws and regulations regarding equal employment opportunities and rights.

**SUPPLEMENTAL QUESTIONNAIRE DUE BY JUNE 8, 2010**

Education Specialist II – Title I Consultant (013-49020)

Please limit responses to no more than 2 pages per question. Include your name in the header on each page.

1. Describe any experiences in working with federally funded NCLB programs. Include a description of the program and services and your role and responsibilities.
2. Provide examples of projects, ongoing assignments or special accomplishments that best demonstrate your skills and experience in the areas of school improvement.
3. Describe any experiences in working with diverse populations.
4. The roles and responsibilities of this position require problem-solving, facilitation, presentations, and group work skills, especially in the area of school improvement. Describe your qualifications and experiences in these areas.
5. Discuss your additional strengths and/or experiences that you consider to be important in a state leadership position.